

**WAUKESHA COUNTY
MINUTES OF THE PARK AND PLANNING COMMISSION
THURSDAY, JANUARY 13, 2005, 1:00 P.M.**

CALL TO ORDER

Walter Baade, Chairperson, called the meeting to order at 1:00 p.m.

Commission

Members Present: Walter Baade, Chairperson
 Mareth Kipp
 Ellen Gennrich
 Betty Willert
 Pat Haukohl
 Gary Goodchild
 Walter Kolb

Commission

Members Absent: None

Staff

Members Present: Dale R. Shaver, Director, Department of Parks and Land Use
 Richard L. Mace, Planning and Zoning Manager
 Attorney Debbie Price, Waukesha County Corporation Counsel's Office
 Sherrie Villarreal, Clerk Typist III

Guests Present:

Fred Kipp
Brian Turk
Gary Lake
Maureen Greenberg
Kris Evan
Rick Bepzowski
Elaine Kraut
Tim Kraut
Heidi Johnson
Tina Stapelfeldt

PUBLIC COMMENT

Chairperson Baade asked if anyone from the audience wished to address the Commission? There being no one, he moved to the next item on the agenda.

MINUTES

Mrs. Haukohl moved, seconded by Mrs. Kipp and carried unanimously, for approval of the October 28, 2004, Minutes.

Mrs. Gennrich moved, seconded by Mrs. Willert and carried unanimously, for approval of the December 2, 2004, Minutes, as corrected.

- **SCZ-1555 (Mark Wesner) Town of Vernon, Section 14 (RRD-5 Rural Residential Density District 5 to the R-1 Residential District)**

Mr. Mace presented the “Staff Report and Recommendation” dated January 13, 2005, and made a part of these Minutes. He pointed out the location of the property immediately south and adjacent to the Vernon Highlands Add. 1 No. Subdivision on the aerial photograph.

Mr. Mace pointed out, while the Planning and Zoning Division Staff was in the process of conducting a public hearing, the petitioner decided to annex his land from the Town to the Village of Big Bend, whereby the Town denied the amendment to the County Zoning Code. The denial is “moot” because the land is no longer in the Town, but annexed to the Village Big Bend. With regards to the amendment to the Shoreland and Floodland Protection Ordinance, the Planning and Zoning Staff Division is recommending to rezone to the Conservancy and R-1 Residential categories as shoreland jurisdiction does carry forward with annexation.

Mr. Turk, from R. A. Smith and Associates (the Town of Vernon Planner) introduced himself. He indicated the Town didn’t deny the request based solely on the annexation, it was for the following reasons: (1) they did not like the Development Plan, which did not have sufficient areas for stormwater management; (2) there was no information on soil borings and the Conservancy areas being retained in developed lots; (3) Mr. Wesner mistakably annexed the wrong property (the neighbor’s property) which is not contiguous to the Village of Big Bend; and (4) the petition is invalid because the owner/occupant of this property did not sign the petition, which is required by law. Mr. Turk pointed out on the aerial photograph the parcel owned by Mr. Meyers (a neighbor), and indicated the neighbor retained a portion of his property but sold the balance to Mr. Wesner, who then filed a Certified Survey Map dedicating the street loop, but retaining the 14 acres as a developable piece of land. Subsequently, the Village approved the incorrect parcel. Mrs. Kipp asked if Mr. Wesner was aware he annexed the wrong property? Mr. Turk replied he notified Mr. Wesner on December 8, 2004, and to date, the problem has not been corrected. Mrs. Kipp asked Mr. Turk why he didn’t contact the Planning Staff to make them aware of this problem, to which Mr. Turk replied he did contact Mrs. Moore (Senior Planner) and it was assumed Mr. Wesner would correct the problem. Mr. Kolb suggested to table the matter. Mrs. Gennrich stated the Commission couldn’t table the matter because the map is incorrect and recommended to deny the request. Mrs. Haukohl stated she is recommending denial for the Shoreland portion of the rezone based upon the Town’s reasons and the Commission concurred with the Town’s reasons for denial, which are listed above.

It should be noted the record of the Town indicates that Resolution No. 2004-18 of the Town Plan Commission denied the proposed rezoning solely on the basis of inadequacy of the Development Plan, as stated in the Town Board’s Minutes of December 16, 2004.

After further discussion, Mrs. Haukohl moved, seconded by Mrs. Willert and carried unanimously, to deny the request to amend the County Zoning Code and also to deny the request to amend the Shoreland and Floodland Protection Ordinance based on the reasons set forth by the Town. (A copy of Resolution No. 2004-18 and the Minutes of the Town Board meeting are attached as Exhibit “A”).

Mrs. Kipp abstained from all matters of the Genesee Aggregate Corporation/Genesee Sand and Gravel (the Rezone-CZ-1549, the Conditional Use-CU-409(I) and the Plan of Operation-PO-04-GNT-31) due to a conflict of interest.

- **CZ-1549 (Genesee Aggregate Corporation/Genesee Sand and Gravel) Town of Genesee, Section 29 (A-P Agricultural Land Preservation District to the Q-1 Quarrying District)**

Mr. Mace presented the “Staff Report and Recommendation” dated January 13, 2005, and made a part of these Minutes. He pointed out the location of the property on the west side of Grush Road and the east side of C.T.H. “E” in the Town of Genesee on the aerial photograph.

Mr. Mace pointed out the location of land owned by Mrs. Kraut (the petitioner) and also the Kipp family, who will lease 125 acres to the petitioner for the sand and gravel operation. Mrs. Kraut stated that Downy and Thorp from Boulder, Colorado, were the planners for their project who received an “All American Living Award” for Smart Growth Rural Planning. She indicated a “traditional plan” was created but there is also an “alternative plan”, which complies with the Smart Growth concept illustrates the redevelopment of agricultural parcels mixed in with the rural areas to protect natural/environmental areas. Mrs. Gennrich (looking at the plan) asked if the blue area was quarry area? Mrs. Kraut replied, “Yes” and pointed out the areas that the quarry operation would extend to.

Mr. Kraut introduced himself and explained that the “alternative plan” was an implementation of the “traditional plan” 60 to 70 years down the road. He said some of the land will be preserved for agriculture, rather than development and talked about a “growing climate”, which would allow the homeowners association to have a co-op area where they could grow their own produce. Mr. Goodchild stated the Town has done a good job of identifying the area as a future extraction area. Mrs. Kraut stated the following language will be on all plats of the surrounding subdivisions, which would prevent future problems, “All lots in the subdivision have been reviewed and approved for development in accordance with Section 236 of the Wisconsin State Statutes, be advised that a mineral extraction mine operates within 1-1/2 miles from the limits of this Plat.” The Commission reviewed the plans and other documentation the petitioners submitted for review.

After discussion, Mrs. Haukohl moved, seconded by Mr. Kolb (Mrs. Kipp abstained from voting) and carried unanimously, for approval in accordance with the “Staff Report and Recommendation”. The approval of this request, as conditioned, will allow the petitioners a reasonable use of their land and still promote and meet the intent and purposes of all County Ordinances.

- **CU-409(I)(Genesee Aggregate Corporation/Genesee Sand and Gravel) Town of Genesee, Section 29**

Mr. Mace presented the “Staff Report and Recommendation” dated January 13, 2005, which uses the same parcel as the previous issue.

Mr. Mace stated the property is currently zoned in the A-P Agricultural Land Preservation District and rezoning the property to Q-1 Quarry District (CZ-1549 listed above), will permit a quarry operation subject to the issuance of a Conditional Use Permit. He noted that a revised Restoration/Reclamation Plan prepared in compliance with NR 135 has been submitted with the application. Genesee Aggregate will lease an additional 125 acres for the purpose of expanding the existing sand/gravel quarry operation to the south. The Commission reviewed the Conditions No. 1 through 9 of the “Staff Report and Recommendation”.

After a brief discussion, Mr. Kolb moved, seconded by Mrs. Haukohl (Mrs. Kipp abstained from voting) and carried unanimously, for approval in accordance with the “Staff Report and Recommendation”. The approval of this request, as conditioned, will allow the petitioners a reasonable use of their land and still promote and meet the intent and purposes of all County Ordinances.

- **PO-04-GNT-31 (Genesee Aggregate Corporation/Genesee Sand and Gravel) Town of Genesee, Section 29**

Mr. Mace presented the “Staff Report and Recommendation” dated January 13, 2005, which is related to the two previous issues. He indicated the petitioner is requesting a Site Plan/Plan of Operation Permit for the expansion of the existing sand and gravel operation.

Mr. Mace pointed out the hours of operation for Genesee Aggregate are Monday through Friday, from 6:00 a.m. to 6:00 p.m., and on Saturdays, from 6:00 a.m. to 2:00 p.m. and that there are five full-time employees. The machines and equipment used to process the material will remain unchanged; however, in three to five years, the equipment on the east side of Grush Road will be relocated to the west side of Grush Road in accordance with the Memorandum of Understanding on file with the previously approved Plan of Operation. You may also refer to the previous discussions listed above in the Rezone and Conditional Use requests.

After a brief discussion, Mr. Kolb moved, seconded by Mrs. Haukohl (Mrs. Kipp abstained from voting) and carried unanimously, for approval in accordance with the “Staff Report and Recommendation”. The approval of this request, as conditioned, will allow the petitioners a reasonable use of their land and still promote and meet the intent and purposes of all County Ordinances.

Mrs. Kipp returned to the meeting.

- **ZT-1560 (Text Amendment) Town of Brookfield**

Mr. Mace presented the “Staff Report and Recommendation” dated January 13, 2005, and made a part of these Minutes. He pointed out the request was to amend Sections 17.02(14)b.7.B., 17.04912(a) and 17.08(5)(a)7 of the Town of Brookfield Zoning Code to provide for Conditional Use provisions for commercial/recreational facilities and eliminating them as permitted uses by right and provisions for the replacement or re-facing of signs.

He stated the proposed amendment would revise the existing requirement for commercial recreational facilities including arcades, bowling alleys, gyms, lodges, pool and billiard halls, skating rinks and theaters, and to accommodate those uses as Conditional Uses in any Non-Residential Districts. Mr. Kolb asked what was the motivation for the amendment? Mr. Mace replied the present Ordinance allows only such uses in the B-1 and B-2 Business Districts and didn’t give the Town flexibility to regulate those uses. Mr. Mace stated the second part of the amendment refers to signs. The existing Ordinance allows free-standing signs subject to a number of restrictions and the requested amendment will allow the Town Board to have the flexibility to either grant or deny Conditional Use Permits for signs.

After a brief discussion, Mrs. Gennrich moved, seconded by Mrs. Willert and carried unanimously, for approval in accordance with the “Staff Report and Recommendation”.

• **SVZ-1554 (Welch Hanson and Associates) Village of Dousman, Section 4 (RRD-5 Rural Residential Density District 5 and A-E Exclusive Agricultural Conservancy Districts to the R-3 Residential and C-1 Conservancy Districts)**

Mr. Mace presented the “Staff Report and Recommendation” dated January 13, 2005, and made a part of these Minutes, which recommended the matter be tabled. He pointed out the property is located east of Gramling Lane immediately north of Scuppernong Creek and adjacent to the west shore of Utica Lake in the Village of Dousman on the aerial photograph.

Mr. Mace pointed out Exhibit “A” of the “Staff Report and Recommendation” is part of the Border Agreement between the Town of Ottawa and the Village of Dousman, which states that a Joint Committee be formed to review the combining of services, who will receive, consider and comment on applications of rezoning, Conditional Uses, PUD’s and Plats within the jurisdiction of said Boundary Agreement. He noted, that function has not occurred as of this date.

Mr. Mace located the areas which have sewer on the aerial photograph. Mrs. Gennrich said, “A sewer line should not go under the critical species habitat area or be disturbed, and with regards to running sewer under the lake, the Department of Natural Resources (DNR) would not approve the request unless they knew it was an environmentally significant area.” She stated at the public hearing there were many people who expressed concerns about sewer leaking into the lake and causing problems. She said the DNR was concerned if clear water would leak into the sewer system, it could possibly drain the lake. For example, the clear water would suck the water out of the lake and into the sewage treatment plant resulting in a problem because the clear water would need to be treated. Mrs. Gennrich stating it would not be much further to run sewer around the lake and indicated she would not vote to approve sewer running under the lake and added that sewer is not appropriate on this site next to an environmentally significant area and lake, which is a high-quality lake with endangered species. Mrs. Haukohl stated she would like to vote today to deny the petitioner’s request and had reservations with regards to the high groundwater table.

Mrs. Kipp said that she agrees with the Planning and Zoning Division’s recommendation, which is to table the request, and stated that the Village of Dousman needs an opportunity to review the proposal again and after a second review they may look at it differently.

After a brief discussion, Mrs. Kipp moved, seconded by Mr. Kolb to table the matter with a vote of 4 to 3 (3 “no” votes- Haukohl, Gennrich and Willert), in accordance with the “Staff Report and Recommendation”.

• **CU-1387(Steven Durni) Town of Ottawa, Section 26**

Mr. Mace presented the “Staff Report and Recommendation” dated January 13, 2005, and made a part of these Minutes. He pointed out the property located at W358 S4705 Chickory Court, Dousman, WI, on the aerial photograph and indicated that the petitioner is requesting a Conditional Use Permit for after-the-fact earth-altering activities and retaining walls.

Mr. Mace indicated the Town denied the request; therefore, an affirmative decision relative to this request is moot, because the Conditional Use requires approval by both the Town and County. The Commission reviewed the Chronology of Violation No. V-04-OTWT-13 (an attachment to the “Staff Report and Recommendation”) which covers events from July 5, 2004, through December 9, 2004.

After a brief discussion, Mrs. Kipp moved, seconded by Mrs. Haukohl and carried unanimously, to deny the petitioner's request, and that the Corporation Counsel's office pursue issuance of a "Summons and Complaint" for the violation.

• **PO-04-OTWT-07 (Kettle Moraine Golf Club/Tom Spaulding) Town of Ottawa, Sections 21 & 22**

Mr. Mace presented the "Staff Memorandum" dated January 13, 2005, and made a part of these Minutes. He pointed out the property located in the W ½ of Section 22 and the E ½ of Section 21 in the Town of Ottawa on the aerial photograph and indicated the petitioner is requesting reconsideration of Condition No. 4 regarding the dumpsters being screened/enclosed (approved by the Commission at the December 16, 2004 meeting).

Mr. Mace reviewed Condition No. 4 with the Commission, which states: "*There shall be dumpsters provided on the site for proper waste disposal and the dumpsters shall be screened/enclosed. This condition of approval shall be satisfied prior to December 31, 2004*". Mr. Spaulding contacted the Planning Office and indicated he relocated the dumpsters behind the maintenance building (to the rear of the property) where additional dumpsters were located. On January 4, 2005, the Town of Ottawa Plan Commission approved the new location of the dumpsters without the need to additionally screen/enclose them, subject to a revised Site Plan being submitted to the Town and the County delineating the new dumpster location.

After a brief discussion, Mrs. Haukohl moved, seconded by Mrs. Willert and carried unanimously, for approval in accordance with the "Staff Memorandum", subject to the amendment of Condition No. 4 which states, "The new dumpster location be delineated on a revised Site Plan and submitted to the Town and County Planning and Zoning Division Staffs for review and approval prior to January 28, 2005." The approval of this request will allow the petitioner a reasonable use of his land and still promote and meet the intent and purposes of all County Ordinances.

• **PO-05-VNT-01 (Jamie's Customs) Town of Vernon, Section 1**

Mr. Mace presented the "Staff Report and Recommendation" dated January 13, 2005, and made a part of these Minutes. He pointed out the property located at W228 S6925 Enterprise Drive in the Town of Vernon on the aerial photograph and stated the petitioner is requesting a Site Plan/Plan of Operation Permit for a showroom addition for Jamie's Custom's (motorcycles).

Mr. Mace pointed out the showroom addition would add approximately 1,763 sq. ft. of space to the existing building, which would provide additional space for the current business to display two new product lines. Condition No. 4 of the "Staff Recommendation" indicates that Phase II and Phase III buildings are being proposed for future expansion, but at this time no approvals will be granted. He indicated the existing operation is a sales and service business for custom motorcycles and related accessories. Mrs. Kipp stated she was happy that the business was profitable and would vote for approval of the showroom addition.

After a brief discussion, Mrs. Willert moved, seconded by Mrs. Gennrich and carried unanimously, for approval in accordance with the "Staff Report and Recommendation". The approval of this request, as conditioned, allow the petitioner a reasonable use of his land and still promote and meet the intent and purposes of all County Ordinances.

- **CS-952 (Maurice Greenberg Trust) Town of Ottawa, Sections 22 and 23**

Mr. Mace presented the “Staff Memorandum” dated January 13, 2005, and made a part of these Minutes. He pointed out the property located in part of the NE ¼ of Section 22 and the NW¼ of Section 23 on the aerial photograph. The petitioner’s request is to create a lot not abutting a public road.

Mr. Mace stated the petitioner is proposing to divide her existing parcel into two lots, which includes Lot 1 (an 11.4-acre parcel) and Lot 2 (a 29.4-acre parcel). Access to Lot 1 is the existing driveway and access to Lot 2 is via a new driveway within a 40 ft. wide strip of land (extending approximately 721 ft. to Bowe Ct.).

There was discussion as to why the Board of Adjustment denied the request for a Variance from Section 3.04(2) of the Waukesha County Zoning Code to permit a 40-acre and 28-acre parcel. The reasons were: (1) there was no demonstration of a hardship; (2) the property must have eight unique characteristics which are not self-created; and (3) it did not adversely affect the general public interest or be detrimental to nearby properties or the natural resources in the area. Mrs. Gennrich asked what were the Primary Environmental Corridor (PEC) restrictions? The Commission reviewed the restrictions listed on Page 5 of 5 on the Certified Survey Map. Mr. Goodchild stated at the Town’s meeting on January 10, 2005, a concern of the Town Attorney (Attorney Macy) was that the Commission approve the request with added language to Condition No. 1 of the “Staff Memorandum”. The added language is as follows: *“Each access strip shall service only one parcel and one living unit. No Variances or waivers of any kind related to the further division of Lots 1 and 2 shall be granted without Town Board approval. A note referencing this condition, with the exact language to be approved by the Town Attorney and the Town Planner, must be placed on the face of the Certified Survey Map.”*

After discussion, Mrs. Willert moved, seconded by Mr. Goodchild and carried unanimously, for approval in accordance with the “Staff Memorandum”, subject to the following language being added to Condition No. 1: “Each access strip shall service only one parcel and one living unit. No Variances or waivers of any kind related to the further division of Lots 1 and 2 shall be granted without Town Board approval. A note referencing this condition, with the exact language to be approved by the Town Attorney and the Town Planner, must be placed on the face of the Certified Survey Map.” The approval of this request, as conditioned, will allow the petitioner a reasonable use of his land and still promote and meet the intent and purposes of all County Ordinances.

- **(Rick and Kathy Scheffler) Town of Summit, Section 24**

Mr. Mace presented the “Staff Memorandum” dated January 13, 2005, and made a part of these Minutes. He pointed out the property on the aerial photograph and stated the petitioner is requesting a road width right-of-way waiver reduction for Elm Street (from 66 ft. to 50 ft.) from Section 3.08(1)(A)(2) of the Waukesha County Shoreland and Floodland Protection Ordinance.

Mr. Mace pointed out that Tina Staplefelt, on behalf of Rich and Kathy Scheffler, is requesting the width of the established road right-of-way of Elm Street be reduced from 66 ft. to 50 ft. This reduction is being requested to facilitate the approval of a Zoning Permit to allow the construction of a new single-family residence on the property owned by Rich and Kathy Scheffler. A 50 ft. wide established road right-of-way width would provide ample room for future road improvements, access for emergency vehicles and accommodate new residences.

After a brief discussion, Mrs. Gennrich moved, seconded by Mrs. Willert and carried unanimously, for approval in accordance with the “Staff Memorandum”. The approval of this request will allow the petitioner a reasonable use of his land and still promote and meet the intent and purposes of all County Ordinances.

- **Discuss public hearing for building height and non-conforming lot requirements in recent amendments to the Waukesha County Zoning Code and Shoreland and Floodland Protection Ordinance scheduled for March 10, 2005, at 6:30 p.m. in Room 255/259 of the Waukesha County Administration Center, 1320 Pewaukee Road, Waukesha, WI**

Mr. Mace stated the revised definitions were as follows:

Building Height:

The vertical distance measured from the lowest exposed point of the structure to the highest point of the coping of a flat roof, to the deck line of a mansard roof, or to the average height of the highest gable of a gambrel, hip or pitch roof.

Nonconforming Lots:

Where a lot has less land area or width than required for the district in which it is located and was of record at the time of the passage of this Ordinance (1-26-59 for ZC and 7-30-70 for SFPO), such lot may be used for any purpose permitted in such district, but not for residential purposes for more than one (1) family; provided, however, building location, height regulations and area regulations shall comply with the requirements of the R-3 Residential District except where otherwise specified in other sections of this Ordinance.

There was discussion lead by Attorney Price who explained the differences between the old and new definitions and indicated the newly revised definitions will be sent to the Towns and other municipalities that are affected by shoreland.

- **Miscellaneous Discussion – Phase II of the County Zoning Code and Shoreland and Floodland Protection Ordinance Revisions**

Mr. Shaver, Director of the Department of Parks and Land Use, explained there would be another set of revisions to the County Code and to the Shoreland and Floodland Protection Ordinance, which will be referred to as Phase II. He said an Advisory Committee would be created, which consists of an individual from the Park and Planning Commission, also from the Land Use Committee, an individual from the industry, the Town Planners (Vernon, Ottawa, Oconomowoc, and Genesee) and Attorney Debbie Price from the Waukesha County Corporation Counsel’s office. The Advisory Committee would review changes to the Ordinances and put together draft copies, which would possibly be mailed out to the communities by June 2005, with an ultimate goal of having those changes adopted before the end of the year. Mrs. Gennrich asked if there were items in the latest amendments that were avoided because they were too controversial? Mr. Shaver replied there would be a list of approximately 30 issues that would be in the Phase II revisions. He said, “Legal lots of record and non-conforming lots would not be addressed because those are issues that are presently being reviewed by the State (NR 115).”

- **Discussion for Timetable for 2005 Waukesha County Development Plan Amendments**

Mr. Shaver distributed a handout entitled, “Year 2005 County Development Plan Proposed Amendments Tentative Schedule”. The deadline for Plan Amendment submittals is January 15, 2005. Presently, there are five submittals. The public hearing has been scheduled for February 15, 2005, at the Waukesha County Exposition Center. In the past, the notice was a joint public hearing of the Park and Planning Commission and the Land Use, Parks and Environment (LUPE) Committee. This year the County Board will be included at the public hearing, which will give the members a formal opportunity to sit in on a public hearing relating to the amendments of the County Development Plan. The hearing will be split, i.e., in the morning the County Development Plan Amendments will be heard, except for the Aurora issue, which will be heard at approximately 6:00 p.m. The 6:00 p.m. public hearing will be set up theater style, and possibly with a small-elevated platform where the Park and Planning Commission, LUPE and County Board will sit and face the audience. The “Staff Report and Recommendation” should be completed by March 24, 2005, and there will be a joint meeting of the Park and Planning Commission and LUPE on April 5, 2005, which will be held at the Waukesha County Exposition Center. On April 6, 2005, the Department of Parks and Land Use will prepare the Resolutions consistent with the Commission’s votes. On April 18, 2005, the Resolutions will be submitted to the County Board and on April 19, 2005, LUPE will vote on the Resolutions. The County Board will vote on the Resolutions on April 26, 2005. Mr. Shaver explained that the timetable was tentative and the dates could change dependent upon the number of Development Plan amendments and/or Committee and Commission discussions of the proposed amendments.

Mr. Shaver advised the Commission that he would be the contact person for the County Development Plan process and if there were technical issues Mr. Mace would attend to those situations. Telephone number (262) 896-8328 was created for calls pertaining to the amendments and any calls on that line will be logged in a chart stating the date, the general comment and the person who originated the call. Records of all incoming and outgoing e-mails will be kept. Mr. Shaver reviewed the attachment entitled, “Aurora Rezoning Petition Tentative Timeline”. He explained that because Aurora was in the Town of Summit and not subject to the County Shoreland or Zoning Code, the County does not have a joint hearing for rezoning, and that a “Staff Report and Recommendation” is submitted to the Park and Planning Commission. He indicated the timelines for Aurora are the same as the County Development Plan. Conference Room 247 will be set up for the Aurora, Town of Summit portion of the hearing with the following items: an Aurora Rezone Petitioner–Visitor Sign-in Sheet and four boxes which will be labeled and contain: (1) Public Hearing Materials, (2) Pre-Hearing Materials, (3) Post Hearing Materials; and (4) Rezoning Materials.

- **Update of Comprehensive Development Planning Process**

Mr. Shaver explained that a comprehensive amendment to the Development Plan was planned to meet the Smart Growth requirements and gather census information. He stated that on the Department of Parks and Land Use website (www.waukeshacounty.gov.landandparks) for Advisory Committee information, there is a track list which shows when the municipalities signed on to the “Cooperative Agreement” between the County, the Regional Plan Commission, their municipality and also the individual that the community has elected to serve. He said 27 of the 37 communities would participate and six subcommittees would review each of the Smart Growth elements, etc. He pointed out the Planning Initiative Overview would be adjusted from time to time and the goal is to have the plan completed by the end of 2006. He stated in the Planning Initiative Overview you can see the work of the Advisory Committee, the sub-committees and what chapters they are working on. There was discussion with regards to a Public Participation Plan, which will be reviewed by the Park and Planning Commission and approved by the County Board. Mr. Shaver stated information would be available to the public on the County Website (i.e., one-line surveys, agendas, minutes, reports, etc.). An e-mail distribution list would also be created for people to receive agendas,

minutes, etc., and there would eventually be links to maps and surveys. In conclusion, he said the existing Land Use Plan would be on the website, which is broken down into separate chapters and more convenient for the viewer's use.

ADJOURNMENT

There being no further business to come before the Commission, Mrs. Kipp moved, seconded by Mr. Kolb and carried unanimously, to adjourn the meeting at 4:03 p.m.

Respectfully submitted,

Ellen Gennrich
Secretary

EG:smv

Attachment: Exhibit "A"

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